

# CIA Administrative Instructions, 70 Medical

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

27 February 1951

STATINTL

SUBJECT: Medical Waivers

1. Waivers of Agency Medical Standards (ie. regulations) may be granted by the Chief, Medical Staff.

2. Waivers of medical disqualification for service in the Agency will be granted only by the Director and should be submitted through the Chief, Medical Staff, and the Deputy Director (Administration).

[REDACTED]  
STATINTL

WALTER B. SMITH  
Director of Central Intelligence

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

26 January 1951

25X1A

SUBJECT: Medical Treatment and Processing of Employee Compensation  
Claims

1. General Policy

Each employee of the Central Intelligence Agency who sustains injury or illness in the line of duty is entitled to medical, surgical, and hospital treatment at Government expense in accordance with the provisions of the Federal Employees' Compensation Act, as amended, and/or Public Law 110, 81st Congress, as set forth in this Instruction.

2. Application

a. The provisions of the Compensation Act may be applied in the case of any employee paid from funds appropriated to the Agency who incurs injury or illness in the performance of duty which is not the result of the employee's willful misconduct.

b. The provisions of Public Law 110 may be applied in the case of any officer or full-time employee who is a citizen of the United States, or a foreign national serving outside of his country of domicile, assigned to or while enroute to or from a permanent duty station outside the continental United States, its Territories or possessions, who incurs injury or illness in the line of duty, not the result of the employee's willful misconduct.

c. Injuries or illnesses incurred during other than actual working hours but contracted because of area, environment or nature of assignment may also be considered in line of duty.

3. Treatment

a. Washington Area

(1) Employees requiring treatment during regular working hours (0830 hours through 1700 hours, Monday through Saturday) should report to the Medical Division, Central Building. In severe cases, a medical officer or nurse may be summoned by calling the Medical Division.

(2) During other than regular working hours, on week ends and holidays, or in acute emergencies medical treatment may be obtained at Providence Hospital, 2nd & D Streets, S.E.,

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TRinidad 2000. The patient or his attendant should present a completed Bureau of Employees' Compensation Form C.A. 16 at the time of admittance, or immediately thereafter and in no case later than 48 hours after admittance. The Form may be obtained from PBS Guards at any Agency building.

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b. [REDACTED] Field Stations or Overseas Missions

(1) Employees should obtain medical treatment from the nearest U.S. Government facility available. In the absence of a U.S. Government facility, or in an emergency, the nearest suitable facility may be used.

(2) A completed Form C.A. 16 must be presented by the patient or his attendant to the facility used unless security considerations preclude the use of the Form or U.S. Government facility.

(3) If local facilities are unavailable or unsatisfactory, travel with or without an attendant to the nearest medical facility that can satisfactorily care for the case may be authorized. Station chiefs are authorized to approve medical treatment, travel, and attendants in cases of emergency. All cases will be submitted through proper channels to the Chief, Medical Staff, who will transmit the report with medical findings to the Personnel Director who will take final administrative action to complete the case. In doubtful cases, station chiefs may contact the Medical Division for advance opinions. Cases requiring return to the United States for treatment require prior approval of the Personnel Director after coordination with the Chief, Medical Staff, and the Assistant Director concerned. In cases of emergency the chief of station may authorize the travel and report the facts and circumstances through channels to the Chief, Medical Staff.

4. Reporting Procedure

A report of injury or illness, Forms C.A. 1 and C.A. 2, or memorandum containing the same information shall be given to the employee's immediate superior within 48 hours of onset of the injury or illness and then will be submitted through appropriate channels to the Chief, Medical Staff.

5. Claim Procedure

a. Claims for reimbursement or payment for medical services and supplies, or for compensation for loss of pay, must be submitted on Form C.A. 4, or by memorandum containing the same information. Claims should be submitted within 60 days from the onset of the injury or illness to the Chief, Medical Staff, who will process the case with his findings and recommendations to the Personnel Director. The final report made to headquarters on

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(3) Natives

(4) Death

c. The following types of claims will normally be processed under Public Law 110:

(1) Temporary disability of employees indicated in paragraph 2b, above.

(2) Any claim where security considerations are a governing factor.


d. Claims which are processed under the Compensation Act shall be forwarded for final action to the Bureau of Employees' Compensation, on a classified or unclassified basis as the situation warrants.

e. Claims which are processed under Public Law 110 shall be administratively approved or disapproved by the Personnel Director with the appropriate advice of the Chief, Medical Staff, and forwarded as follows:

(1) Approved claims shall be forwarded to the Finance Division for payment in accordance with Compensation Act rates.

(2) Disapproved claims with reasons for disapproval shall be forwarded to the Finance Division for notification to the Assistant Director concerned, the claimant and file.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

  
MURRAY McCONNEL  
Deputy Director  
(Administration)

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the disposition or handling of injuries should itemize all expenses of travel, hospitalization, and medical treatment paid by the Agency for, or in behalf of, the employee, and all claims made by the employee for personal expenditures, accompanied by necessary supporting documents, such as itemized bills or receipts and attending physicians' statements.

b. Claims for travel will be submitted on Standard Form No. 1012, or other authorized form.

c. Employees are not entitled to compensation for loss of pay for the first three days unless the disability exceeds 21 days or is permanent. If the employee so elects, annual or sick leave may be utilized and compensation will become effective upon the termination of leave. It is the employee's option to charge absence to annual leave, sick leave, or leave without pay for any absence from duty incurred under the provisions of this Instruction.

#### 6. Death of Employees

a. The death of an employee will be reported immediately through appropriate channels to the Chief, Medical Staff, and the Personnel Director by the most expeditious means available. If death is the result of injury or illness incurred in line of duty, Form C.A. 3, Report of Death, should be submitted at a later date.

b. Survivors of employees who die as the result of injury or illness incurred in the line of duty may submit Form C.A. 5, Claim for Compensation on Account of Death.

#### 7. Processing of Claims by the Personnel Director

a. The Personnel Director shall review each claim and, after coordination with and consideration of the recommendations of the appropriate Assistant Director, the Chief, Medical Staff, the General Counsel, and the Assistant to Deputy for Inspection and Security, as applicable, shall determine whether it is to be processed under the provisions of the Compensation Act or Public Law 110.

b. The following types of claims will normally be processed by the Personnel Director under the Compensation Act:

- (1) Temporary disability of domestic employees.
- (2) Permanent disability of either domestic or overseas employees.

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

3 January 1950

SUBJECT: Medical Supplies and Equipment

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REFERENCE: Public Law No. 656 and Public Law No. 110

1. This Instruction establishes policies and procedures governing the procurement, issuance, use and accountability of medical supplies and equipment.

2. General Policy

a. First-aid equipment and medical supplies peculiar to the needs of an assignment will be issued each employee of this Agency prior to overseas assignment in sufficient quantity to assure satisfactory medical adjustment to a given assignment for a period of at least 90 days..

b. A stock of first-aid equipment and medical supplies peculiar to the medical needs of an area as differentiated from the requirements in the United States will be issued each overseas post or station when equivalent supplies are not provided without reimbursement by any other governmental authority.

c. Ordinary pharmaceuticals, certain drugs for specific illnesses for employees and medical supplies for dependents will not be issued.

3. Issuance And Use Procedures

a.. For the purposes of simplification, medical supplies and equipment will be divided into the following basic categories:

Class I First-aid Equipment and Simple Pharmaceuticals.

Class II General Medical Supplies.

Class III Medical Supplies Peculiar to Disease Areas.

Class IV Supplementary Medical Supplies for Isolated Posts.

b. Class I and Class II Supplies will be subject to general issuance while Class III and Class IV will be issued only on the basis of specific need.

c. The Medical Division will establish and maintain approved medical supply lists in accordance with the above policy. Appropriate instructions concerning dispensing and use will accompany such lists.

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4. Storage

a. A central stock of medical supplies and equipment will be maintained in the medical supply account.

b. Medical supplies and equipment will be maintained at a post or station under the care of the Station Chief. When security does not permit the maintenance of a central stock, supplies and equipment will be stored according to the discretion of the Station Chief.

c. Supplies issued to individuals prior to overseas assignment will be reserved for personal use after arrival at destination. At that time such supplies with the exception of Class I will be stored in accordance with the provisions of Paragraph b. above. Class I Supplies will be retained in the personal possession of the employee.

5. Procurement

a. Medical supplies and equipment for stock account and issuance purposes will be procured only on requisition by the Medical Division.

b. Individual medical supplies will be obtained by direct issue from the Medical Division prior to overseas assignment.

c. Overseas posts and stations will procure necessary supplies from the Medical Division, Administrative Staff. Requisitions for medical supplies will originate with the Station Chiefs and forwarded through existing channels to the Medical Division for approval.

6. Initial Requisitions

a. Station Chiefs will determine the need for medical supplies. The initial requisitions will be according to Class rather than item and will identify the geographical area concerned and the number of employees to be served. Additional pertinent information will accompany requisitions when Class IV Supplies are requisitioned.

7. Resupply

a. Resupply will be by requisition on a quarterly basis by required items.

b. In cases of epidemic when the health of employees is endangered, Station Chiefs will immediately forward such information through established channels to the Medical Division so that proper instructions and supplies may be issued exclusive of regular supply procedures.

8. Special Procurement

a. In those areas where ordinary pharmaceuticals and special drugs for specific illnesses for employees, and medical supplies for dependents are unavailable or are of inferior quality or exorbitant cost, the Agency will assist in the procurement of the same. Requisitions for this group of medical supplies will be marked "Special" and forwarded as indicated in Paragraph 6. above.

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b. Justification will accompany each requisition. In those instances where a drug requested requires a prescription, the prescription will accompany the requisition.

c. The cost of all such supplies and transportation costs, if any, will be debited against individual accounts. Approved drug and supply lists may be established at the discretion of the Medical Division.

d. The Agency will not issue instructions nor assume responsibility in regard to the use of supplies procured in accordance with this Paragraph.

9. Accountability

a. An individual inventory and issuance record will be maintained on all medical supplies with the exception of Class I.


b. Whenever supplies are requisitioned, a summary inventory and issuance record of such items will accompany the basic requisition.

10. Operational Medical Supplies

a. The foregoing instructions apply to medical items used for medical support as distinct from medical items used for operational purposes.

b. Operational medical supplies will be requisitioned and procured according to existing policies. The Medical Division will furnish assistance as may be required.

11. The Medical Division will budget for all medical supplies and equipment used in medical support.

  
R. H. HILLENBOETTER  
Rear Admiral, USN  
Director of Central Intelligence

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

24 January 1950

ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

SUBJECT: Immunization of Employees and Dependents

25X1A

RESCISSION: Administrative Instruction [REDACTED] dated 7 November 1949

25X1A

1. In order to insure the proper immunization of overseas appointees and their dependents, and to safeguard the security requirements of the Agency, it is the policy to effect all possible immunizations of both employees and their dependents in the Medical Division, Administrative Staff.

2. These immunizations will be given by the Medical Staff during overseas processing or training for all employees and their dependents who report to the Washington office prior to departure for overseas station. For those employees and their dependents who do not report to Washington prior to such travel, it will be incumbent upon the Assistant Director or Staff Chief concerned to insure that all medical requirements as prescribed by the C.I. Surgeon are met prior to final clearance for departure overseas.

3. In those cases where private physicians must be utilized, the employee may be reimbursed for the cost of his immunization and that of his dependents.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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[REDACTED]  
Acting Executive

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

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ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

7 November 1949

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SUBJECT: Immunization of Employees and Dependents.

RESCISSION: Administrative Instruction No. [REDACTED] dated 28 October 1949, all copies of which will be destroyed.

1. In order to insure the proper immunization of overseas appointees and their dependents, and to safeguard the security requirements of the Agency, it is the policy to effect all possible immunizations of both employees and their dependents in the Medical Division, Administrative Staff.

2. These immunizations will be given by the Medical Staff during overseas processing or training for all employees and their dependents who report to the Washington office prior to departure for overseas station. For those employees and their dependents who do not report to Washington prior to such travel, it will be incumbent upon the Assistant Director or Staff Chief concerned to insure that all medical requirements as prescribed by the CIA Surgeon are met prior to final clearance for departure overseas.

3. In those cases where private physicians must be utilized, the employee may be reimbursed for the cost of his immunization; however, reimbursement for cost of immunization of dependents is not authorized.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]  
Captain, USN  
Executive

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Washington, D. C.

*revised by*

[REDACTED]

11/7/49

ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

28 October 1949

25X1A

SUBJECT: Immunization of Dependents.

25X1A

1. In order to insure the proper immunization of overseas appointees and their dependents, and to safeguard the security requirements of the Agency, it is the policy to effect all possible immunizations of both employees and their dependents in the Medical Division, Administrative Staff.

2. These immunizations will be given by the Medical Staff during overseas processing or training for all people who report to the Washington office prior to departure for their overseas station. For those employees and their families who do not report to Washington prior to such travel, it will be incumbent upon the office ~~for~~ staff chief concerned to insure that all medical requirements are met prior to final clearance for overseas shipment. Further, in such cases, it will be incumbent upon the employee to receive all immunization from private physicians according to instructions relayed by the office or staff chief to the individual concerned. Any cost incurred by such immunization by private physician will be borne by the employee.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]

Captain, USN  
Executive

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